

STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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www.ellington-ct.gov

MICHAEL P. STUPINSKI
First Selectman

PETER J. CHARTER
Deputy First Selectman

LAURIE E. BURSTEIN
ANN L. HARFORD
A. LEO MILLER, JR.
JAMES M. PRICHARD
JOHN W. TURNER

BOARD OF SELECTMEN

Monday, June 16, 2008
Town Hall – Meeting Hall

SELECTMEN PRESENT: Laurie Burstein, Peter Charter, A. Leo Miller, Michael Stupinski and John Turner

SELECTMEN ABSENT: Ann Harford and James Prichard

OTHERS PRESENT: Dale Roberson, Debby Wallace, Gerry Gillung, Pinney House Preservation Committee; Nicholas DiCorleto, Finance Officer; Peter Michaud, Director of Public Works; Robert Phillips, Town Planner; Max Bakke, Journal Inquirer

Prior to calling the meeting to order, Mr. Stupinski recognized the following commission members for 10 years of service to the Town of Ellington and presented each with a proclamation:

Cynthia Heidari, *Human Services Commission* (posthumous/passed away May 18, 2008; accepting on her behalf, Mort Heidari, husband)
Michael Pantuosco, *Parks & Recreation Commission*
Dale Roberson, *Board of Education*
Lori Spielman, *Permanent Building Committee* [not in attendance]

Mr. Stupinski also recognized **Thomas Boscarino**, *Parks & Recreation Commission* for 20 years of service to the Town of Ellington and presented him with a miniature replica of the Town clock.

BOARD OF SELECTMEN:

I. CALL TO ORDER:

First Selectman Stupinski called the meeting of the Board of Selectmen (BOS) to order at 8:02 p.m.

II. CITIZENS' FORUM:

Dale Roberson, Pinney House Restoration Committee Chair, reported that after the May 2008 BOS meeting, he sent a letter to Attorney Capossela requesting that the Santini's consider revoking their objection to placing the Pinney House on the National Register of Historic Places. He pointed out that if the house was on the register it would open up more opportunities to obtain the funds needed for the restoration. For example, the Connecticut Commission on Culture and Tourism has indicated that if the Pinney House is placed on the National Register of Historic Places they have funding available through a matching grant program.

In response to concerns raised at the May meeting, Mr. Roberson has contacted Senator LeBeau and he confirmed that the STEAP grant was specifically allocated to the Pinney House Restoration project and would require approval from the Governor to change the use.

Mr. Roberson stated that the Pinney House Restoration Committee has been actively seeking ways to raise money for the initial improvements and to make the house weather-tight. Mr. Stupinski stated that later in the agenda the BOS will address allocating funds to develop a scope of work which will meet the lease requirements using the remaining funds in the STEAP grant (\$470,000).

III. APPROVAL OF MINUTES:

A. May 13, 2008 Annual Town Budget Meeting:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE ANNUAL TOWN BUDGET MEETING MINUTES OF MAY 13, 2008.

B. May 15, 2008 Special Town Meeting:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE SPECIAL TOWN MEETING MINUTES OF MAY 15, 2008.

C. May 19, 2008 Board of Selectmen Meeting:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED [ABSTAINED: BURSTEIN] TO APPROVE THE BOARD OF SELECTMEN MEETING MINUTES OF MAY 19, 2008.

IV. UNFINISHED BUSINESS:

Mr. Stupinski stated that he is still looking into how to accommodate the needs of hearing impaired residents who attend various Town meetings. He noted that he will be attending a CCM seminar tomorrow regarding ADA compliance and the accommodations local governments must make to the disabled public. Mr. Turner pointed out that both fire houses are not ADA compliant. Mr. Stupinski will make a report at the next meeting.

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ADD TO NEW BUSINESS ITEM O, *ADDITIONAL GRANT EXPENDITURE – PINNEY HOUSE*.

V. NEW BUSINESS:

The BOS went out of agenda sequence to item O.

O. Additional Grant Expenditure – Pinney House

Mr. Stupinski referenced an email received from Moser Pilon Nelson Architects which proposes to refine their original estimate for Phase I of the Pinney House restoration project and provide acceptable alternatives. Mr. Miller noted that the revised estimate and scope of work would have to be approved by the Permanent Building Committee.

Mr. Stupinski asked the BOS to also consider allocating funds for the placement of tarps on the Pinney House in an effort to mitigate further deterioration.

MOVED (CHARTER), SECONDED (MILLER) AND PASSED [AYE: MILLER/BURSTEIN/TURNER; NAY: CHARTER] TO APPROVE AN ADDITIONAL GRANT EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$10,000 TO SECURE TARPS ON THE ROOF OF THE PINNEY HOUSE AND TO CONDUCT AN ANALYSIS ON THE SCOPE OF WORK WHICH WILL MEET THE LEASE REQUIREMENTS OF THE PINNEY HOUSE. MOSER/PILON/NELSON ARCHITECTS SHALL BE THE LEAD CONSULTANT WITH ASSISTANCE FROM A RESPECTED CONTRACTOR WITH EXPERTISE IN THE AREA OF HISTORICAL STRUCTURES AND AN INDEPENDENT COST ESTIMATOR, AS RECOMMENDED BY MOSER/PILON/NELSON ARCHITECTS.

A. Tax Refunds/Abatements/Revised (May):

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE *REVISED* TAX ABATEMENTS IN THE AMOUNT OF \$3,312.61 FOR A TOTAL REFUND AND ABATEMENT AMOUNT OF \$3,359.57, AS RECOMMENDED AND AS SPECIFIED BY THE TAX COLLECTOR IN THE *REVISED* REFUNDS/ABATEMENTS STATEMENT FOR THE MONTH OF MAY, 2008. **(ATTACHED)**

B. Tax Refunds/Abatements (June):

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$289.02, AS RECOMMENDED BY THE TAX COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT FOR JUNE, 2008. **(ATTACHED)**

C. Re-establish Ad Hoc Design Review Board:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO RE-ESTABLISH THE AD HOC DESIGN REVIEW BOARD FOR ANOTHER YEAR TO JUNE 30, 2009.

D. 2008 Summer Waterfront/Day Camp Staff:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE HIRING OF SUMMER STAFF, AS APPROVED BY THE PARKS AND RECREATION COMMISSION AND AS SPECIFIED IN THE MEMOS SUBMITTED BY PARKS AND RECREATION DIRECTOR AND RECREATION SUPERVISOR DATED JUNE 2, 2008. **(ATTACHED)**

E. Budget Execution – July and August:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FINANCE OFFICER TO EXPEND BOARDS', AGENCIES' AND DEPARTMENTS' BUDGETS FOR FISCAL YEAR 2008-2009 FOR THE MONTHS OF JULY AND AUGUST 2008, PENDING BUDGET EXECUTION APPROVAL BY THE BOARD OF SELECTMEN.

F. Additional Appropriation – Hockanum Valley Community Council:

Mr. Stupinski stated that due to the steady rise in fuel prices, the Hockanum Valley Community Council has requested an increase in the budget for the Dial-A-Ride services that they provide to the Town.

Mr. Turner suggested the BOS consider a plan to address fuel adjustments for other agencies as he sees this becoming an issue for many Town budgets next year. Mr. Michaud stated that the Board of Finance discussed setting aside money in next year's budget to address the rise in fuel costs.

MOVED (CHARTER), SECONDED (BERNSTEIN) AND PASSED UNANIMOUSLY TO APPROPRIATE AND EXPEND AN ADDITIONAL \$5,000 TO THE FY 2008-2009 HOCKANUM VALLEY COMMUNITY COUNCIL ACCOUNT FROM UNDESIGNATED GENERAL FUND BALANCE TO COVER THE COST OF FUEL ADJUSTMENTS, PENDING BOARD OF FINANCE APPROVAL.

G. Request to Establish Ad Hoc POCD Implementation Committee:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ESTABLISH AN AD HOC PLAN OF CONSERVATION AND DEVELOPMENT (POCD) IMPLEMENTATION COMMITTEE TO MONITOR THE IMPLEMENTATION OF THE REVISED POCD RECOMMENDATIONS. SAID COMMITTEE SHALL CONSIST OF 7 MEMBERS AS FOLLOWS: TWO MEMBERS FROM THE PLANNING AND ZONING COMMISSION, ONE MEMBER FROM THE BOARD OF SELECTMEN, ONE MEMBER FROM THE CONSERVATION COMMISSION, ONE MEMBER FROM THE ECONOMIC DEVELOPMENT COMMISSION, ONE MEMBER FROM THE WATER POLLUTION CONTROL AUTHORITY AND ONE MEMBER FROM THE BOARD OF FINANCE WHO SHALL SERVE A TERM OF NOT MORE THAN 12 MONTHS.

Mr. Miller volunteered to serve as the Board of Selectmen representative on the Ad Hoc Plan of Conservation and Development Implementation Committee.

H. Visiting Nurse and Health Services of CT Agreement:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO EXECUTE THE AGREEMENT BETWEEN VISITING NURSE AND HEALTH SERVICES OF CT, INC. AND THE TOWN OF ELLINGTON FROM JULY 1, 2008 THROUGH JUNE 30, 2009.

I. Ethics Commission Membership Policy – Consider Revision

Action on this item was postponed until the Ethics Commission submits a report.

J. Annual Salary Ranges – Exempt Employees:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED [ABSTAIN: TURNER] TO INCREASE THE EXEMPT SALARY CLASSIFICATION FOR 2008-09 AS FOLLOWS: 3.15% FOR THE MINIMUM AND MIDPOINT RANGES AND 3.50% FOR THE MAXIMUM RANGE. (ATTACHED)

Mr. Turner stated that he was not familiar with the exempt salary classification process and; therefore, abstained from voting.

K. Grant Permanent Status – Rebecca O'Brien, DPW:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO GRANT PERMANENT STATUS TO REBECCA O'BRIEN, LABORER, AS RECOMMENDED BY THE PUBLIC WORKS DIRECTOR.

L. Grant Permanent Status – Shawn Bull, DPW:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO GRANT PERMANENT STATUS TO SHAWN BULL, LABORER, AS RECOMMENDED BY THE PUBLIC WORKS DIRECTOR.

M. Grant Permanent Status – Kevin Lonergan, Deputy Assessor:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO GRANT PERMANENT STATUS TO KEVIN LONERGAN, DEPUTY ASSESSOR, AS RECOMMENDED BY THE ASSESSOR.

N. Consulting Services – Revisions to Zoning Regulations:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO WAIVE THE NORMAL BIDDING PROCESS, AS RECOMMENDED BY THE TOWN PLANNER, AND ACCEPT THE PROPOSAL FROM PLANIMETRICS FOR CONSULTANT SERVICES FOR UPDATING THE ZONING REGULATIONS AS RECOMMENDED IN THE 2008 PLAN OF CONSERVATION AND DEVELOPMENT AT A COST OF \$10,500 FOR ITEMS 1 THROUGH 4, AS SUBMITTED AND AS SPECIFIED IN THE PROPOSAL DATED JUNE 4, 2008. **(ATTACHED)** FUNDING FOR THIS PROJECT SHALL COME FROM REMAINING FUNDS FROM THE POCD UPDATE PROJECT, AS WELL AS, REMAINING FUNDS IN THE CONTRACTED SERVICES OF THE PLANNING AND ZONING DEPARTMENT FY 2007-08 BUDGET.

VI. ADMINISTRATIVE REPORTS: So noted, except as follows:

E. Public Works Director:

Peter Michaud updated the BOS on several Capital Improvement projects: Town Hall - Electrical System Replacement was completed under budget; Town Hall – Replacement of Cooling System was completed over budget due to discovery of asbestos; Windermere Avenue/Pinney Street Traffic Light was completed under budget. Mr. Michaud also mentioned that bids for the new Town of Windsor Locks dog pound came in at \$236,000.

N. Town Planner:

Rob Phillips briefly reviewed the inventory of Town-owned property as of October 2007 **(attached)** and noted that the parcels are also referenced on a color-coded map. The inventory included recommendations for each property. Mr. Phillips pointed out that if any of the properties are sold, the money would be put into the open space fund. The BOS will review the recommendations at a future meeting.

VII. SELECTMEN COMMITTEE REPORTS:

A. Personnel Committee:

1. Resignations: None.

2. Appointments:

MOVED (MILLER), SECONDED (BURSTEIN) AND PASSED UNANIMOUSLY TO REAPPOINT MICHELE BEAULIEU, ROBERT DAWSON, JANET MARSHALL AND KEVIN ZAHNER TO THE AD HOC DESIGN REVIEW BOARD FOR ONE-YEAR TERMS TO JUNE 30, 2009.

MOVED (MILLER), SECONDED (BURSTEIN) AND PASSED UNANIMOUSLY TO REAPPOINT KATHERINE CUSSON TO THE HOUSING AUTHORITY FOR A FIVE-YEAR TERM TO JUNE 30, 2013.

MOVED (MILLER), SECONDED (BURSTEIN) AND PASSED UNANIMOUSLY TO APPOINT DENNIS FRAWLEY TO THE HUMAN SERVICES COMMISSION TO FILL AN UNEXPIRED DEMOCRATIC TERM TO JANUARY 31, 2010.

VIII. SELECTMEN LIAISON REPORTS:

Mr. Charter suggested that the Crystal Lake Fire Department and the Ellington Volunteer Ambulance Corps submit monthly reports to the BOS, similar to what the Ellington Volunteer Fire Department now submits. Mr. Stupinski will send out a request to both agencies.

Ms. Burstein reported that she recently attended the Human Services Commission meeting and noted the following: Noreen Staiger, Assistant to the Senior Center Director, will be retiring soon; the Connecticut Department of Veteran Affairs will be coming to Town with their new mobile Veterans Outreach Office to counsel veterans on available benefits and services; and the Commission is looking at ways to put funding aside to retain Deb Stauffer, Prevention Coordinator, after the grant money runs out.

IX. FIRST SELECTMAN'S REPORT:

- A. Resignation – Michele Doran, Assistant Town Clerk

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE VACANCY OF THE ASSISTANT TOWN CLERK.

- B. Retirement – Peter Michaud, Director of Public Works

The BOS acknowledged the letter of retirement received from Peter Michaud, Director of Public Works, dated May 30, 2008. **(ATTACHED)**

- C. BOS Liaisons

Mr. Stupinski stated that he is considering changing some of the Selectmen liaisons to boards, commissions and agencies. He will make some recommendations prior to the July 21, 2008 meeting.

X. CORRESPONDENCE:

- A. 4/29/08 – CCM Survey re: Towns that Combine Municipal Government & Board of Education Medical Insurance Coverage: So noted.

B. Other: None.

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 10:04 TO DISCUSS 1. LAND ACQUISITION AND 2. PERSONNEL MATTER.

SELECTMEN PRESENT: Laurie Burstein, Peter Charter, A. Leo Miller, Michael Stupinski and John Turner

SELECTMEN ABSENT: Ann Harford and James Prichard

OTHERS PRESENT: Peter Michaud, Director of Public Works

Mr. Michaud left the Executive Session at 10:50 p.m.; returned at 11:05 p.m.

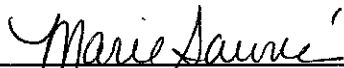
MOVED (CHARTER), SECONDED (TURNER) AND PASSED UNANIMOUSLY TO COME OUT OF EXECUTIVE SESSION AT 11:19 P.M.

MOVED (TURNER), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE PUBLIC WORKS DIRECTOR AND TOWN ATTORNEY TO SEEK AN OPTION AT TERMS FAVORABLE TO BOTH PARTIES FOR THE PURCHASE OF PARCELS OF LAND LOCATED AT 25 AND 28 GREEN STREET IN ELLINGTON.

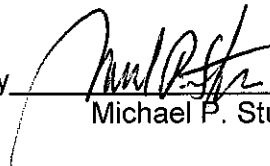
XI. ADJOURNMENT:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 11:21 P.M.

Submitted by


Marie Sauve

Approved by


Michael P. Stupinski

V-B

TAX COLLECTOR'S REFUNDS/ABATEMENTS						
JUNE, 2008						
DOLLAR AMOUNT	PERSON/CORPORATION REFUNDS	MV/PERS. PROP REAL ESTATE	YEAR	TAX/ASSESSOR REQUESTING DEPT.	REASON FOR	
\$281.76	ROCKVILLE BANK	MOTOR VEHICLE	06	TAX OFFICE	INCORRECT PAYMENT	
\$7.26	SOUCIER ROGER J	MOTOR VEHICLE	06	TAX OFFICE	OVERPAYMENT	
						</

DATE: June 2, 2008

TO: Parks and Recreation Commission/Board of Selectmen
FROM: Bob Tedford and Mary Bartley/Recreation Department
SUBJ: 2008 Summer Recreation Department Program Staff

Applicant	Wage
1. Kristen Wasielewski, Director	\$13.00 Full-Time
2. Allison Breen, Assistant Director	\$10.50 Full-Time
3. Christine Frank, Assistant Director	\$11.00 Full-Time
4. Brady Giroux, Counselor	\$8.75 Full-Time
5. Trevor Giroux, Counselor	\$8.75 Part-Time
6. Nicole Squadrino, Counselor	\$8.75 Part/Full-Time
7. Erica Duguay, Counselor	\$8.75 Part/Full-Time
8. Zachary Wasielewski, Counselor	\$8.50 Part-Time
9. Laura Discipio, Counselor	\$8.50 Part/Full-Time
10. Karyn Deptula, Counselor	\$9.50 Full-Time
11. Tim Flint, Counselor	\$8.50 Full-Time

Special Event Staff

Day Camp, Gate Attendant, Sports Specific Camps, Maintenance Projects, Multi Sports Camps

1. Kara Stauffer	\$8.25 Part-Time (as needed on a weekly basis)
2. Steven Pregony	\$8.25 Part-Time (as needed on a weekly basis)
3. Kara Modzelewski	\$8.25 Part-Time (as needed on a weekly basis)
4. Michael Bedson	\$8.25 Part-Time (as needed on a weekly basis)
5. Jacob Fisher	\$8.25 Part-Time (as needed on a weekly basis)
6. Amber Krasinski	\$8.25 Part-Time (as needed on a weekly basis)
7. Erica Begin	\$8.00 Part-Time (as needed on a weekly basis)
8. Chris Binkowski	\$8.00 Part-Time (as needed on a weekly basis)
9. Sarah Chouinard	\$8.00 Part-Time (as needed on a weekly basis)
10. Tim Heintz	\$8.00 Part-Time (as needed on a weekly basis)
11. Audrey Kelliher	\$8.00 Part-Time (as needed on a weekly basis)

DATE: June 2, 2008

TO: PARKS AND RECREATION COMMISSION/BOARD OF SELECTMEN

FROM: Bob Tedford, RECREATION DIRECTOR

Mary M. Bartley, RECREATION SUPERVISOR WATERFRONT DIRECTOR

SUBJ: 2008 Recreation Department Waterfront/Gate Attendant Employee Recommendations

Applicant		Wage	
1. Felicia Kellner (WSI/LGT) 6 th year 871-7001 hm 878-4245cell	Assistant Waterfront Director	\$12.00	part-time
2. Jena Savage (WSI/LGT) 5 th year 896-0339 hm 798-2272 cell	Head lifeguard	\$10.00	full-time
3. Jessica Luginbuhl (LGT) 5 th year 871-0460 hm 604-0460 cell	Head lifeguard	\$10.00	full-time
4. Anna Trueb (WSI/LGT) 2 nd year 872-0121 hm	Assistant Head Guard	\$9.50	full-time
5. Peter Korchari (WSI/LGT) Supervisor/Swim Instructor cell 250-9395		\$14.00	part-time
6. Nicholas Kellner (LGT) 3 rd year 871-7001 hm 803-1682 cell		\$9.00	full-time
7. Erica Moody (LGT) 2 nd year 875-1459 hm 707-5793 cell		\$8.75	part-time
8. Kelly McPartland (LGT/WSI) 2 nd year 872-9011 hm		\$9.25	part-time
9. Janese Pike (LGT) 2 nd year 870-7811 hm 559-5619 cell		\$8.50	part-time
10. Amanda Blanchard (LGT) 2 nd year 870-5370 hm 930-2956 cell		\$8.50	part-time
11. Morgan McPartland (LGT) 1 st year 872-9011hm 539-7629 cell		\$8.25	part-time
12. Samuel Moody (LGT) 1 st year 875-1459hm 519-6176 cell		\$8.25	part-time
13. Jordon Webber (LGT) 1 st year 875-1992		\$8.25	part-time
Waterfront Subs:			
Samantha Blanchard (LGT) 5 th year 870-5370 hm 550-2046cell		\$8.75	part-time
Christina Anselmo (WSI/LGT) 4 th year 871-6178 hm 550-5302 cell		\$9.50	part-time
William Chapman (WSI/LGT) (1 st year) 668-6450 hm 748-6613 cell		\$9.50	part-time
Lella Rebai (LGT) 2 nd year 875-9797 hm		\$8.50	part-time
Gate Attendant Substitute		\$9.00	part-time

*The Recreation Department anticipates the feasibility of hiring other part-time lifeguards/water safety instructors on an as needed basis due to staff emergencies, vacations and weather changes. Existing lifeguards maybe asked to serve as gate attendants during daily operations.

NOTE: All Staff Scheduling of hours is based on the Individual Employees hours/ calendar of availability.

Town of Ellington

EXEMPT SALARY RANGES

Fiscal Year 2008-09
Effective July 1, 2008

<u>Position Level</u>	<u>Annual Salary Ranges</u>		
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
E-8	\$65,000	\$77,500	\$90,000
E-7	\$70,472	\$87,483	\$104,848
E-6	\$63,181	\$77,763	\$92,657
E-5	\$55,891	\$68,649	\$81,684
E-4	\$48,602	\$60,752	\$73,150
E-3	\$43,741	\$53,463	\$63,398 (32.52/hr.)
E-2	\$38,880	\$48,602	\$58,521

Salary ranges based on **37- ½** hours workweek

BOS ADOPTED: 01/13/03
BOS REVISED: 06/16/03 (+4%)
BOS REVISED: 06/21/04 (+3%)
BOS REVISED: 06/22/05 (+3.25)
BOS REVISED: 02/06/06 (E-8 Range revised)
BOS REVISED: 06/19/06 (+3.25)
BOS REVIEWED: 02/05/07 (E-8 Range to remain the same)
BOS REVISED: 08/20/07 (+3.15)
BOS REVIEWED: 02/04/08 (E-8 Range to remain the same)
BOS Revised: 06/16/08 (+3.15% Min & Midpoint; +3.50% max)



Planimetrics

31 Ensign Drive, Avon, CT 06001

860-677-5267

June 4, 2008

Robert A. Phillips, AICP
Town of Ellington
57 Main Street
Ellington, CT 06029

Re: Consulting Services – Revisions to Zoning Regulations

Dear Mr. Phillips:

Per our discussions, Planimetrics is prepared to offer consulting services to update the Zoning Standards for residential development as recommended in the 2008 Plan of Conservation and Development. The Scope of Work for the update would include the following:

Item 1: Meet with PZC and review residential zoning recommendations in Plan of Conservation and Development. Set strategy and priority areas for Zoning Updates. Includes 2 workshop meetings with PZC.

Item 2: Draft Zoning Regulation Standards for Open Space Zone
Revise Zoning Map to Include Open Space Zone Parcels

Item 3: Draft Zoning Standards for Very Low Density, Low Density, and Moderate Density Residential. Include as appropriate, density standards, lot size, and lot width requirements. Produce Zoning Map with New Zoning Districts. Includes 2 workshop meetings with PZC.

Item 4: Conduct Public Information Meeting on proposed Regulation and Map changes.

Item 5: Revise Regulations as directed by PZC and prepare documents and map for Public Hearing.

Item 6: Present proposed changes at Public Hearing.

Item 7: Deliver adopted copy of Zoning Map and Regulation Revisions in electronic and hard copy format.

A lump sum fee of \$10,500 would apply to Items 1 through 4

Robert A. Phillips, AICP
Zoning Revisions
June 4, 2008

Items 5 through 7 would be on the basis of hourly billings, invoiced monthly, with rates and expenses as follows:

I. Personnel

- Principal Rate, Planner: \$125.00 Senior Planner Rate: \$90.00
- GIS Analyst Rate: \$60.00 Administrative Assistant Rate: \$40.00
-

II. Public Meetings, (evenings)

- Principal, \$180.00 per hour, with minimum charge of \$450.00
-

III. Travel

- 50% of applicable hourly rate

IV. Administrative Costs

- Reimbursables such as printing and express mail to be billed at actual costs plus 20%.

Please contact me should there be any questions on this proposal.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "Bruce Hoben". The signature is fluid and cursive, with the first name "Bruce" being more prominent than the last name "Hoben".

Bruce Hoben, AICP

Town-owned properties as of 10/07

APN	ADDRESS	AC.	DESCRIPTION	RECOMMENDATIONS
1 014-010-0000	Jonathan Drive	1.78	O/S from Carriage Run	Retain; mostly stream; watch how adjacent parcels develop to determine action.
2 017-020-0000	59 Pinney Street	20.13	O/S from Gasek Farms	Retain; combine w/ #3, 4 & 55; use for Hockanum River Linear Park.
3 017-021-0000	Pinney Street	8.15	O/S from Gasek Farms	Retain; combine w/ #2, 4 & 55; use for Hockanum River Linear Park.
4 017-023-0000	Pinney Drive	35.49	O/S from Nutmeg Business Park	Retain; combine w/ #2, 3 & 55; use for Hockanum River Linear Park.
5 021-031-0005	Shenipsit Street	18.51	O/S from Carriage Hill	Retain; opportunity to enhance & possible trade for access; good passive recreation land.
6 023-001-0009	Tripp Road	8	O/S from Hastillo	Sell.
7 041-002-0000	Middle Road	1.34	O/S from Ridge Country Estates II	Try to swap with Northeast Utilities.
8 052-002-0038	Middle Road	5.15	O/S from Stagecoach Crossing	Retain; nature corridor.
9 052-002-0039	Ryan Drive	1.49	O/S from Stagecoach Crossing	Retain; nature corridor.
10 075-018-0003	Pinnacle Road	3.3	O/S from Hall	Retain; combine w/ #31; use as forest.
11 075-033-0000	Hare Road	3.46	O/S from High Ridge	Retain.
12 089-066-0000	Wells Road	4.62	O/S from Mosley Plains	Possible sell; possible nature piece.
13 104-013-0000	Bridge Street	4.87	O/S from Meadow Brook Estates	Retain; buffer/nature corridor.
14 104-046-0000	Bridge Street	10.39	O/S from Meadow Brook Estates	Retain; buffer/nature corridor.
15 123-003-0005	Porter Road	1.6	O/S from Geraghty	Retain; town has allowed Land Trust to construct & maintain trail through property.
16 129-088-0103	Crystal Ridge Drive	47.89	O/S from Crystal Ridge Estates	Retain; passive recreation park.
17 129-088-0104	Crystal Ridge Drive	4.52	O/S from Crystal Ridge Estates	Retain; retention basin.
18 131-001-0000	Ladd Road	2.11	O/S from Yanaros	Retain; stream corridor; possible future connection to additional open space.
19 165-004-0015	Edgewood Road	8.3	O/S from Rising Acres II	Sell to State for addition to state forest.
20 124-001-0000	Porter Road	6.36	Bought with DEP grant match	Recently sold to State for addition to state forest.
21 124-002-0000	Porter Road	18.34	Bought with DEP grant match	Recently sold to State for addition to state forest.
22 144-001-0000	103 Porter Road	21.07	Bought with DEP grant match	Recently sold to State for addition to state forest.
23 144-004-0000	83 Porter Road	9.3	Bought with DEP grant match	Recently sold to State for addition to state forest.
24 144-005-0000	Porter Road	44.5	Bought with DEP grant match	Recently sold to State for addition to state forest.
25 144-008-0001	Porter Road	5.19	Bought with DEP grant match	Recently sold to State for addition to state forest.
26 144-009-0000	110 Porter Road	28.18	Bought with DEP grant match	Recently sold to State for addition to state forest.
27 144-010-0000	Porter Road	9.18	Bought with DEP grant match	Recently sold to State for addition to state forest.
28 163-002-0000	115 Porter Road	33.89	Bought with DEP grant match	Recently sold to State for addition to state forest.
29 030-005-0000	97 Shenipsit Street	44.86	Batz Property	Retain; keep as passive recreation/nature preserve; expand.
30 084-003-0000	Crystal Lake Road	23.18	Kimball Forest	Retain; keep as forest open space.
31 084-013-0000	Crystal Lake Road	17.96	Kimball Forest	Retain; keep as forest open space; combine w/ #10.
32 085-006-0000	Pinnacle Road	6.2	Kimball Forest	Retain; keep as forest open space; combine w/ #59.
33 140-035-0000	Cedarwood Drive	0.17	Metcalf Nature Preserve	Retain; combine with #34; keep as nature preserve.
34 140-036-0000	Jobs Hill Road	15.46	Metcalf Nature Preserve	Retain; combine with #33; keep as nature preserve.
35 064-017-0000	39 Main Street	3.3	Arbor Park	Retain.
36 079-004-0000	45 Sadds Mill Road	41.42	Brookside Park	Retain; combine with #37; keep as active recreation park; try to enlarge.
37 089-001-0000	Hatheway Road	3.18	Brookside Park Wetlands	Retain; combine with #36; keep as active recreation park; try to enlarge.
38 128-017-0000	West Shore Road	0.24	Crystal Lake Memorial Park	Retain.
39 129-084-0000	Sandy Beach Road	7.23	Sandy Beach	Retain.
40 021-027-0000	Mountain Street	1.02	Taken in lieu of taxes	Retain; possible connection to Batz property.
41 039-020-0000	165 Mountain Street	0.69	Taken in lieu of taxes	Sell, if not needed for drainage or intersection.
42 128-031-0001	11 MacMahon Street	0.08	Taken in lieu of taxes	Sell to abutter for combining w/ existing property.
43 129-017-0000	Reds Street	0.1	Taken in lieu of taxes	Sell to abutter for combining w/ existing property.
44 129-020-0000	24 Green Street	0.1	Taken in lieu of taxes	Sell to abutter for combining w/ existing property.
45 131-010-0000	35 Buff Cap Road	2.07	Taken in lieu of taxes	Sell.
46 168-025-0000	Wendell Road	1.84	Taken in lieu of taxes	Retain; combine w/ #48 & 49; help with water quality issues at Crystal Lake; great views.
47 168-038-0000	Pine Street	0.13	Taken in lieu of taxes	Sell to abutter for combining w/ existing property.
48 168-079-0000	Wendell Road	2.09	Taken in lieu of taxes	Retain; combine w/ #46 & 49; help with water quality issues at Crystal Lake; great views.
49 168-081-0000	Wendell Road	0.12	Taken in lieu of taxes	Retain; combine w/ #46 & 48; help with water quality issues at Crystal Lake; great views.
50 168-120-0000	121 West Shore Road	0.19	Taken in lieu of taxes	Sell to abutter for combining w/ existing property.
51 168-122-0000	115 West Shore Road	0.06	Taken in lieu of taxes	Retain; next to state boat launch--strategic piece.
52 169-014-0000	West Shore Road	0.03	Taken in lieu of taxes	Sell to abutter for combining w/ existing property.
53 169-018-0000	West Shore Road	0.03	Taken in lieu of taxes	Sell to abutter for combining w/ existing property.
54 010-019-0000	Pinney Street	1.87	RR ROW	Retain; use for Hockanum River Linear Park.

55	026-021-0000	Windermere Avenue	3.94	RR ROW	Retain, combine w/ #2, 3 & 4; use for Hockanum River Linear Park.
56	073-014-0050	22 Maple Street	5	Donated by Tom Savage	Retain; use for senior center or community building that includes seniors.
57	075-012-0000	4 Laurel Road	0.09		Sell to abutter for combining w/ existing property.
58	080-060-0001	Pioneer Drive	0.17		Retain for eventual development leverage.
59	085-005-0000	Crystal Lake Road	4.97		Retain; adjacent to Kimball Forest.
60	109-014-0000	Crystal Lake Road	1		Sell to abutter for combining w/ existing property; mostly wetlands.
61	112-029-0000	Lakeview Avenue	0.11		Sell to abutter for combining w/ existing property.
62	129-012-0000	White Road	0.23	Donated by JM Hospital	Sell to abutter for combining w/ existing property.
63	129-054-0000	224 Sandy Beach Road	0.21		Sell to abutter for combining w/ existing property.
64	129-105-0000	87 White Road	0.26		Sell to abutter for combining w/ existing property.
65	129-106-0000	85 White Road	0.28		Sell to abutter for combining w/ existing property.
66	129-137-0000	Lakeview Avenue	0.23		Sell to abutter for combining w/ existing property.
67	136-005-0000	Sadd's Mill Road	0.7	Road re-alignment	Retain; possible future intersection modifications.
68	143-009-0000	Porter Road	3.16		Sell to State for addition to state forest.
69	143-012-0000	Porter Road	15.18		Sell to State for addition to state forest.
70	148-085-0000	70 West Shore Road	0.1		Retain.
71	053-016-0000	Middle Road	22.33	Future school site	Retain; combine w/ #72 & 73; use for school, active recreation, farming.
72	053-016-0002	242 Pinney Street	34.96	Future school site	Retain; combine w/ #71 & 73; use for school, active recreation, farming.
73	053-016-0003	Frog Hollow Road	16.03	Future school site	Retain; combine w/ #71 & 72; use for school, active recreation, farming.
74	008-010-0000	2 Abbott Road	14.11	Windermere School	No recommendation required.
75	028-022-0000	46 Middle Butcher Road	19.6	Middle School	No recommendation required.
76	063-019-0000	93 Main Street	1.89	Hall Memorial Library	No recommendation required.
77	063-033-0000	Main Street	0.63	Library Green	Retain; use as town green.
78	063-035-0000	57 Main Street	0.3	Town Hall Annex	Combine w/ #80
79	063-036-0000	59 Main Street	0.68	Town Hall Parking Lot	Split between #78 & 80; 81
80	063-037-0000	55 Main Street	0.43	Town Hall	Combine w/ #78
81	064-015-0000	49 Main Street	6.08	Center School	Combine w/ portion of #79 & 88
82	064-016-0000	47 Main Street	0.75	Administration Building	No recommendation required.
83	064-017-0001	31 Arbor Way	2.5	Arbor Commons Annex	No recommendation required.
84	064-018-0000	35 Main Street	0.25	EVFD Firehouse	Combine w/ #85.
85	064-019-0000	29 Main Street	0.25	EVFD Firehouse additional land	Combine w/ #84.
86	064-020-0000	21 Main Street	3.8	Town Garage & Pound	No recommendation required.
87	072-022-0000	82 Maple Street	0.18	Land Acquisition for Center School	Has house on it--rent, sell or keep until needed for school yard expansion.
88	072-023-0000	88 Maple Street	1.76	Land Acquisition for Center School	Possible split between #81 & 89
89	072-024-0000	92 Maple Street	0.22	Land Acquisition for Center School	Combine w/ portion of #79 & 88
90	073-009-0000	37 Maple Street	59.25	High School & Ambulance Corps	No recommendation required.
91	084-002-0000	Crystal Lake Road	0.19	Sewer Pump Station	No recommendation required.
92	104-005-0000	Hoffman Road	9.23	Brush Dump	Combine w/ #94.
93	104-006-0000	Hoffman Road	10.46	Additional Brush Dump Lands	Combine w/ #93
94	110-017-0000	Crystal Lake Road	0.5	Charters Cemetery	No recommendation required.
95	114-005-0000	Ladd Road	0.23	Neff Pond Dam ROW	Retain.
96	128-020-0000	284 Sandy Beach Road	9	Crystal Lake School	No recommendation required.
97	128-035-0000	316 Sandy Beach Road	1.25	CLVFD Firehouse	No recommendation required.
98	129-052-0000	216 Sandy Beach Road	0.44	Old Crystal Lake School	Retain; use as community building.

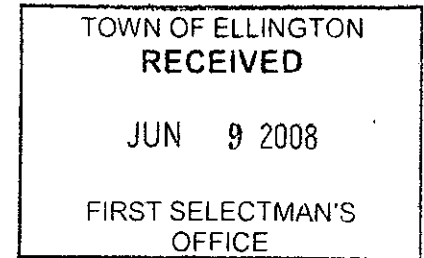


TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

May 30, 2008

Michael Stupinski, First Selectman
Town of Ellington
55 Main Street
Ellington CT 06029



Dear Mike:

Mike, as of June 1, 2008 I have put in for my retirement pension through MERF. According to MERF, I can still stay employed by Ellington for 90 working days and still collect my pension. My official last day of employment will be Friday, September 26, 2008.

I have been doing this work for 41 years and as of September 11, 2008, and I will have completed 30 years with the Town of Ellington. I have really enjoyed my time here. I will admit there were some tough times, but all the good times outweigh the bad ones. I have seen a lot of changes take place in Town, and even though I never lived in Ellington, it has always been near and dear to my heart. I always tried to do everything for the betterment of the Town. I love this Town and always will. I will think back of all the people I have gotten to know and worked with, especially my crew that worked so hard to make me look good. The other person I can't say enough about is Lori. She has always been my right arm, through thick and thin.

It is time for me to make up for all the time I spent away from my family in doing this job. I can't help but think that they thought this job came first. The phone would ring at all hours of the day, especially at night getting woken up out of a sound sleep. I know I won't miss the calls anymore, especially during the winter months.

I want to thank the Town of Ellington for letting me serve them as Director of Public Works.

Sincerely,

Peter H. Michaud
Public Works Director